

 JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JCRF-1A-15 1-JPAS-2-7013, 7105
CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Quality Assurance Monitoring Program	
POLICY NUMBER: DJJ 145	
TOTAL PAGES: 2	
EFFECTIVE DATE: 12/01/2014	
APPROVAL: Bob D. Hayter, COMMISSIONER	

I. POLICY

The Department of Juvenile Justice (DJJ) shall develop a comprehensive program to monitor its operations through periodic inspections and program audits. Parties that are responsible for monitoring shall be outlined in DJJ Policy or through management directive.

II. APPLICABILITY

This policy shall apply to all facility, program, and support staff within DJJ.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

A. The Quality Assurance Branch (QA) shall be responsible for conducting scheduled annual facility monitoring visits and other monitoring visits as directed by the Commissioner's Office or the Division Director of Program Services.

1. QA is responsible for developing and maintaining an annual schedule of facility monitoring visits. This visit shall generally be scheduled approximately two (2) to three (3) month prior to re-accreditation audits.
2. QA staff shall be designated as lead monitors for each facility. These lead monitors shall coordinate the monitoring visit for each facility.
3. QA shall develop monitoring tools for use during monitoring visits. The monitoring tools shall:
 - a. Be reviewed periodically;

POLICY NUMBER DJJ 145	EFFECTIVE DATE: 12/01/2014	PAGE NUMBER 2 of 2
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- b. Be revised when necessary;
 - c. Take into consideration input from field staff, and
 - d. Be subject to oversight from the Commissioner or his designee.
- B. The QA Branch Manager shall be responsible for developing Standard Operating Procedures (SOPs) for DDJ-operated residential facilities and Day Treatment Programs, Community and Mental Health offices and PCC monitoring. The SOPs shall:
 - a. Consider input from field staff;
 - b. Be revised continuously as needed, and;
 - c. Be subject to oversight from the Commissioner or designee.

V. STAFF TRAINING

The QA Branch Manager is responsible for developing and delivering training for QA staff on implementation of the monitoring SOPs.

VI. MONITORING MECHANISM

- A. The Director of Program Services shall review all monitoring reports.
- B. The QA Branch Manager shall ensure that all monitoring tools and SOPs are reviewed annually.